



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

6 September 2002

MEMORANDUM FOR MA/CC
ATTN: Colonel Fred Belden, CAP

FROM: HQ CAP/DOS

SUBJECT: CAPR 60-3 Supplement 1 Approval

1. Per your request, the attached supplement 1 to CAPR 60-3 replacing your original supplement is approved and posted.
2. If you have any questions, please feel free to give me a call. I can be reached via voice at (334) 953-4228 during duty hours or at idesmarais@capnhq.gov via e-mail anytime.


JOHN W. DESMARAIS, Major, CAP
Chief of Emergency Services

Attachment
MA Wing Supplement 1, CAPR 60-3

CAP Emergency Services Training and Operational Missions

INCIDENT COMMANDERS & AGENCY LIAISONS

CAPR 60-3, 10 May 01, is supplemented as follows:

1-12.i. Add after the last sentence: "On Massachusetts Wing missions, the following personnel will be notified either by FAX or phone and must receive closing reports (MWF2-5, attached to this supplement):

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|---------------------------------------|----------------|
| a. MA Wing Commander | (413) 746-2047 |
| b. MA Wing Liaison Office | (781) 377-3575 |
| c. MA Emergency Management Agency | (508) 820-2000 |
| d. MA Wing Emergency Services Officer | (781) 447-3616 |

Note 1: Provide this information to the Massachusetts Emergency Management Agency no later than 0900 daily. Off hours missions must be called in on the morning of the next business day. Information may be faxed at any time.

Note 2: Incident Commanders and Agency Liaisons are still required to file appropriate documentation required by the coordinating agency."

2-2.d. line 2, delete "(except for the general ES rating)"

line 4, replace "unit commander" with "wing commander"

2-4.c. Replace with: "Application for renewal shall be submitted by the unit commander, to the wing commander, on CAPF 100 at least 45 days prior to expiration of the member's CAPF 101 with copies of the required documentation."

6-3.a. Add after the first sentence: "Incident Commanders and Agency Liaisons will be chosen for each mission from the latest published personnel authorization by the individual notified by AFRCC/MEMA."

/SIGNED/

THERESA A. LAMBERT, Lt. Colonel, CAP
Administrative Officer

/SIGNED/

FREDERICK B. BELDEN, Colonel, CAP
Commander



MASSACHUSETTS WING CIVIL AIR PATROL MEMA MISSION CLOSING REPORT

This report will be used to report mission closing data or daily activity by incident commanders or agency liaisons with the Massachusetts Emergency Management Agency. A copy of this form must also be sent with the mission paperwork to HQ Massachusetts Wing/DOS.

Send report to MEMA Operations by Fax (24 hours) 508-875-2517, or by telephone 508-820-2000 (ask for Operations). Call between 0830 and 1700 Monday through Friday. Off hours missions to be faxed/called NLT 0900L on the next business day.

DATE OF MISSION:	
MISSION OPENING TIME:	
MISSION NUMBER:	
INCIDENT COMMANDER/AGENCY LIAISON:	
TOTAL NUMBER OF AIRCRAFT:	
TOTAL NUMBER OF FLIGHT HOURS:	
TOTAL NUMBER OF PERSONNEL:	
TOTAL NUMBER OF MAN HOURS:	
LOCATION OF OBJECTIVE:	
REASON FOR SIGNAL ACTIVATION:	
MISSION CLOSING TIME:	
REMARKS:	

DATE	TIME	FAX, OR NAME OF PERSON RECEIVING REPORT AT MEMA
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